

DRAFT

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NOTICE

PERSONNEL

2 June 1959

ATTACHMENT 1

~~OVERTIME COMPENSATION POLICIES~~

EXAMPLES SHOWING METHOD OF CALCULATING PAYABLE

OVERTIME UNDER EACH OF SEVERAL FORMULAE

Executive and Professional Employees (GS-11 and above)

	<u>Employee in a Production Position Para 2c(1)</u>		<u>Employee Scheduled to Work on 7 Days Para 2C(2)</u>	<u>Employee Working Non- Scheduled Overtime Para 2c(3) *</u>			
Sun	-	-	4	-	-	-	8
Mon	8	8	8	8	8	8	8
Tues	8	8	8	11	8	12	10
Wed	12	12	8	10	8	8	12
Thurs	8	12	8	12	8	12	12
Fri	8	12	8	8	10	12	8
Sat	-	12	4	-	11	12	8
<del>Sun</del>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>8</u>
TOTAL HOURS WORKED	44	64	48	49	53	64	66
Paid for 6th & 7th Days	-	-	8	-	-	-	16
	<u>44</u>	<u>64</u>	<u>40</u>	<u>49</u>	<u>53</u>	<u>64</u>	<u>50</u>
Paid as compulsory overtime	<u>4</u>	<u>24</u>	-	<u>1</u>	<u>5</u>	<u>16</u>	<u>2</u>
	40	40	40	48	48	48	48
Duty time voluntarily contributed	-	-	-	8	8	8	8
Prescribed Workweek	40	40	40	40	40	40	40

\*The 48 hr. formula requires that a total of 48 hours be spent in the performance of assigned duties before any consideration will be given to whether overtime compensation is warranted. If, upon review, compensation is deemed warranted, only hours of duty in excess of 48 may be compensated. The difference between the prescribed work week of 40 hours and 48 hours is considered as duty time voluntarily contributed.

STATINTL

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~~above. Such trainees will not be directed to perform overtime and will not receive overtime compensation when they voluntarily work overtime hours.~~

c. Persons ~~in whose grades~~ grades are GS-11 and above (executive and professional positions) will not normally be directed to work overtime or be authorized to receive compensation or compensatory time off for duty time voluntarily contributed. Exceptions to this policy are:

- (1) Persons in production positions, the productivity of which is predominantly measurable in units of production or hours of duty performed, may be designated as such by Operating Officials, with the concurrence of the Director of Personnel, and ~~the incumbent~~ will receive compensation or compensatory time off for directed overtime performed.
- (2) Individuals directed to perform duties on each of the seven days of ~~their work~~ the week shall receive compensation or compensatory time off for work performed on Saturday and Sunday or ~~such~~ other days designated as the sixth and seventh days of their work week.
- (3) Any individual who, in the performance of assigned duties, completes a total work week in excess of 48 hours may be authorized compensation or compensatory time off for hours of duty in excess of 48 (exclusive of hours of directed overtime worked and compensated in accordance with paragraph c.(2) above). No compensation will be paid nor compensatory time off granted for hours of duty between 40 and 48, in

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recognition of the concepts of discretionary latitude in the performance of executive and professional services set forth in paragraph 1.b., above. (See attachment)

(4) An employee acting as a night duty officer may be authorized overtime compensation or compensatory time off in accordance with para 2 c(2) or para 2 c(3) above as appropriate except that a minimum of 8 hours for each night of duty shall be deducted as time-off for sleeping if the requirements of the night duty permit.

- d. Deputy Directors, with the concurrence of the Head of the Career Service concerned, are authorized to determine that the exceptions provided in paragraphs c.(2) ~~and (3)~~ above, shall not be applied to any or all of the types of duties performed by employees under their jurisdiction when in their judgment overtime compensation is not appropriate to the normal conditions of service of the position or positions concerned.
- e. Operating Officials <sup>shall</sup> ~~are directly charged with the responsibility to~~ apply the preceding overtime policies with consistency and equity.
- f. Delegations of authority in writing shall be made by all Operating Officials to supervisors authorized to approve hours of overtime which may be paid or credited to compensatory time. Copies of these delegations shall be furnished to the Fiscal and/or Finance Division, as applicable.
- g. Authorized supervisors to whom authority is delegated in accordance with paragraph 3/b(3) below are charged with the full responsibility to ~~shall~~ <sup>that</sup> ~~assure,~~ before approval of overtime for payment or credit as compensatory time off, that the employees concerned are eligible under the policy

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~~and~~  
requirements. The supervisors' approvals will be accepted by the Office of the Comptroller as full authority for payment or credit.

3. IMPLEMENTATION

- a. Operating Officials, with the concurrence of the Director of Personnel ~~will~~  
~~identify by name each trainee excluded from receiving overtime compensation~~  
~~in accordance with paragraph 2.b(1); similarly, they will identify by name~~  
each person of grade GS-11 or above occupying a "production" position in  
~~which authorized overtime compensation is authorized in accordance with~~  
by the provisions of paragraph 2.c(1).
- b. The procedural provisions for the administration of overtime prescribed in Regulation   remain in effect ~~except as modified by the following changes~~  
with the additional procedure given below covering vouchered funds payroll  
~~(T&A Report Form No. 20), (Form 20, Time and Attendance Report), confidential~~  
funds ~~departmental~~ payroll ~~(T&A Report Form No. 20A), (Form 20A, confidential~~  
funds Time and Attendance Report) and   Field payroll (T&A Report and  
Payroll Change Slip No. 1027), (Form 1027, Time and Attendance Report and  
Payroll Change Slip):
- (1) Overtime work ordered to be performed by employees in grades GS-10 and below will be reported on the T&A record form as overtime in the usual manner, except as provided in paragraph (5) below.
- (2) Overtime work ordered to be performed by employees occupying positions of grades GS-11 and above which have been designated by operating officials, and concurred in by the Director of Personnel, to be "Production Positions", as defined in paragraph 2c(1) above, will be reported on the T&A record form as overtime ~~or compensatory time~~ in the usual manner, except as provided in paragraph (5) below.